



# Mission Support Alliance

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## Statement of Work

Title: Consignment Parts for Fleet Services

Revision Number: 1

Date: October 17, 2011

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### 1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC maintains a large diverse fleet of Government owned and leased vehicles for the Department of Energy's Richland Office. This includes emergency response vehicles, such as fire trucks, ambulances, and patrol vehicles; in addition to general purpose vehicles. Fleet equipment also includes cranes, construction type equipment, and various other types of heavy equipment. A central shop is located within the 200 East Area of the Hanford Site approximately 26 miles from Richland. A satellite shop is also maintained onsite. Maintenance activities include everything from routine maintenance to major repair or overhaul.

### 2.0 OBJECTIVE

Establish a contract for the supply of parts, materials and typical shop supplies from Original Equipment Manufacturers (OEM) and After Market Manufacturers (AM), After Market parts are defined as parts, which are new, unless specified as rebuilt, and are obtainable from sources other than the OEM's. This contract shall be for a period of two years with three, one-year options.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

Mission Support Alliance, LLC currently deals with two types of materials:

#### 3.1 CONSIGNED PARTS :

As part of this contract, the Offeror shall provide a consigned stocked material inventory.

The Offeror shall “buy” all saleable fleet part items currently held in the bench stock inventories. The estimated value of this is \$30,000.

The Offeror will place a consigned inventory at the Fleet Maintenance shop. Currently, the shop is located in the 200 East areas at building 2711E, approximately 26 miles onto the Hanford Site. This location is subject to change with minimum notice. Materials that are used will be paid for as they are consumed. The Offeror is authorized to perform an inventory at any time during normal business hours with prior notice. Materials will be under the care and custody of Mission Support Alliance, LLC. Items that are within Mission Support Alliance's facilities that are damaged and/or lost will be considered as consumed and be paid for under the terms of the agreement. Overstock inventory will be credited to the Fleet Maintenance Automotive Parts and Supplies account.



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The Offeror, based on an established min/max levels, will replenish consigned inventory items on a daily basis. These levels are to be determined by the Contractor and parts department based on sales history.

All materials delivered to the Hanford site will be invoiced and accepted by the Buyer's Technical Representative (BTR) or his/her designated alternate. Discrepancies will be resolved within the same business day as the delivery.

The consigned inventory will consist of, but is not limited to, oil filters, water filters, fuel filters, air filters, ignition parts, bulbs, lights, belts, air hoses, water hoses, vacuum hoses, fuel hoses, wiper blades, brake parts, switches, gauges, wheel seals, bearings, exhaust parts, suspension parts, wire and looms, terminals, and electrical components (horns, fans, light assemblies, etc). Starters and alternators, water pumps and clutch assemblies will also be part of the consigned inventory.

### **3.2 DIRECT CHARGED MATERIALS:**

Materials which are required to perform a specific type of repair. Direct charged materials are ordered as needed.

Mission Support Alliance, LLC anticipates an ordering volume of direct charged materials to be approximately eighty-five (85) percent of all materials procured under this contract.

### **3.3 SPECIAL REQUIREMENTS**

#### **Work not Included:**

If the Offeror is unable to meet delivery or price requirements, Mission Support Alliance, LLC reserves the right to obtain materials outside this contract. Items such as tires, lead acid batteries, bulk oils, certain sublet repairs, body shop paints, and fasteners will be purchased separately. Direct charged items which are in the best interest of the government to be purchased elsewhere will not be considered as part of this contract (i.e. freight charges, manufacturer discounts, etc, that are offered to the government at a better price than the contract).

#### **Product Substitutions:**

Substitutions will not be allowed without prior consent of the BTR. Under no instances, will substitutions be allowed where quality or safety is compromised. When genuine OEM replacement parts are specified, no substitutions will be accepted. Under no instances will chemical products be substituted without prior consent of the Chemical Management Point of Contact (POC) and or the BTR.

#### **Product Research:**

The Offeror will provide, as part of this contract, the means to research parts and materials in support of Fleet Maintenance activities. This can be by use of catalogues, electronic media, computers, compact disc, or other means that will provide adequate quality during research.



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Offeror to provide electronic means for parts personnel to access Offeror inventory to determine availability of parts and supplies.

### **Return Policy/Restocking Fee:**

Mission Support Alliance, LLC anticipates that parts will be incorrectly ordered from time to time. The reasons for this are many and are inherent to the business. Return of incorrectly ordered parts will be allowed. Offeror will facilitate the return of such parts without restocking fees, wherever possible. In the event that this is not possible, Offeror will provide the BTR with the return policy of the OEM dealer. Return of After Market (AM) materials will be returned without cost to the Government. Credits for returned items will be invoiced in a timely manner.

### **Ordering Process:**

Mission Support Alliance, LLC personnel, via electronic ordering media or fax, will provide orders for direct charged materials. Each order will have a manufacturer's part number, description, quantity, and suggested source. The unique order identification numbers (purchase order) will be placed on the transaction signifying authorization. A Contractor's invoice will be prepared including the unique order number and be provided when the item(s) are delivered and/or will be submitted in a timely manner.

## **4.0 REQUIREMENTS**

### **General**

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Provisions, SP-5, will apply to Subcontractor personnel.

### **4.1 ES&H Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Contract Specialist in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of ES&H functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and ES&H requirements;
- Analyze hazards and implement controls;



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- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management

The Subcontractor shall flow down ESH&Q requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Mission Support Alliance, LLC Affirmative Procurement, which prefers use of materials containing recycled content. Recycling of packaging materials is of particular interest as part of this contract. The Offeror is encouraged to describe how they will perform this task. Also, any items containing recycled materials shall be brought to the attention of the BTR.

The contractor shall be responsible for compliance with any applicable transportation requirements such as United States Department of Transportation (DOT) Hazardous Materials Regulations (49 Code of Regulations (CFR) Parts 171-180) for transport of any and all chemical products.

The contractor shall report all spills to the Environment to the BTR as soon as practical following the release.

### **4.2 Quality Assurance Requirements**

The work activities for this statement of work shall be performed in accordance with the following MSA Quality Assurance Program and Procedures:

Substitutions will not be allowed without prior consent of the BTR. Under no instances, will substitutions be allowed where quality or safety is compromised. When genuine OEM replacement parts are specified, no substitutions will be accepted. Chemical substitutions will require prior review and approval from Chemical Management POC and/or the BTR.

## **5.0 PERSONNEL REQUIREMENTS**

### **5.1 Training and Qualifications**

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. The following types of training qualifications are required:

#### **Required Qualifications:**

Hanford General Education Training (HGET) will be mandatory and renewed each year. HGET takes approximately 4 hours.



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### **5.2 Security and Badging Requirements**

For any on site work, see Special Provisions – On Site Services SP-5 for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

### **5.3 Work Location / Potential Access Requirements**

Parts are to be delivered to 2711E in 200E area.

### **5.4 Site Access and Work Hours**

The majority of the Hanford site work force uses the 8/9s work schedule Monday thru Thursday 7:00am - 4:30pm and Friday 7:00am - 3:30pm with every other Friday off. Central Badging also maintains this work schedule, leaving non cleared/badged visitors no access on every other Friday. 2711E Fleet Maintenance shop is operating and expects material deliveries Monday thru Friday except holidays. Offeror must maintain a valid site access badge for a Monday thru Friday work schedule.

### **6.0 MEETINGS / SUBMITTAL**

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

### **7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS**

Auto Parts and Supplies shall be maintained and delivered by the Offeror as designated by the contract.

#### **Deliveries:**

The Offeror shall deliver materials to the 2711E shop or other locations within reason of the Hanford site boundaries when directed by the BTR. Deliveries will be made twice daily during normal business hours conducive to the buyer needs. Delivery times will be approximately 11:00am and 4:00pm Monday thru Friday; unless other mutually (BTR /Offeror) agreed on times have been arranged. Items that are readily available locally shall be delivered within twenty-four (24) hours. Those parts/materials, which are not available locally, shall be delivered within three (3) business days without incurring any shipping/handling fees to the Buyer. Premium shipping/handling charges will be paid for by the buyer upon pre-approval, these costs shall be identified as an individual line item on the Offeror's invoice.



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Compliance with all Department of Transportation (DOT) and Washington State Commercial Motor Carrier Safety regulations will be the responsibility of the Offeror. Emergency delivery of inventory items up to eight (8) times per calendar month can be made without additional charges. Offeror may propose an additional charge for emergency delivery of over eight (8) times per calendar month.

### **7.1 PROJECT CONTROL REQUIREMENTS**

- A. Offeror will be required to submit two deliveries per day during the hours specified in section 5.4.
- B. Offeror will maintain a current inventory for availability to Site.
- C. Offeror will maintain a schedule for delivery, mutually agreed upon with BTR.

### **8.0 SPECIAL REQUIREMENTS**

#### Reporting Administration

#### Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, MSA will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.
- The purpose of the meetings is the exchange of Work-related information.